

CHAPTER 14

MATERIAL MANAGEMENT

STANDARD OPERATING PROCEDURE

500 BED FLEET HOSPITAL

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500 BED FLEET HOSPITAL
STANDARD OPERATING PROCEDURES
MATERIAL MANAGEMENT

A. **MISSION:** The Material Management Department is responsible for the fiscal and logistics management of the hospital.

B. **FUNCTIONS:**

1. Fiscal.
Accounting and reporting.
2. Supply.
 - (a) Stock control.
 - (b) Requisitioning.
 - (c) Supply delivery.
 - (d) Receiving.
 - (e) Storage.
 - (f) Shipping.
3. Disbursing, if Fleet Hospital unit has a Disbursing Officer assigned.
4. Maintenance, repair and installation of medical equipment.
5. Providing required sterile supplies to Operating Rooms and other patient care areas.

C. **PHYSICAL DESCRIPTION:**

1. Office of the Fiscal/Supply Division
 - (a) Location within complex.
 - (b) Sheltering.

Type: A 18' X 52' general purpose tent.

Quantity: One office within a general purpose tent.

(c) Material.

IOL:

2. Fiscal Management.

(a) Location within complex:

(b) Sheltering.

Type: A 18'X 52' general purpose tent.

Quantity: One office within a general purpose tent.

(c) Material.

IOL:

3. Supply Management.

(a) Location within complex:

(b) Sheltering.

Type: An office within an 18'x52' general purpose tent; warehousing in 18'x52' general purpose tents and circus tents.

Quantity: One office tent, two general purpose storage tents, two circus tents.

(c) Material.

IOL:

4. Medical Equipment Repair Division. (See Chapter 15)

5. Central Sterile Reprocessing Division. (See Chapter 5)

D. **SPECIAL CONSIDERATIONS:**

1. No usage rates established.

2. 1600 sq. ft. environment controlled storage.

3. 1600 sq. ft. refrigerated storage.

E. **WORKLOAD:**

1. Steady state: N/A.

2. Peak state: N/A.

F. **ORGANIZATION:**

1. Responsibility. The Head, Material Management Department, who reports to the Director of Administrative Services, is assigned overall management responsibility. The department is divided into 4 Divisions.

2. Organizational chart.

Head, Material Management
Department 0-3

CSR Division 0-3

Material Management
Supervisor E-9

Disbursing Fiscal & Supply Division E-7

Medical Repair Division Division E-6/E-7

Senior Supply Adv E-7

Disbursing Clerk E-5

Medical Supply Branch E-7

Shipping and
RECEIVING E-3 (2)

Fiscal Clerk
E-6

Supply Clerk Supv E-7

Medical Supply
E-5 (2)

Supply Clerk E-5 (3)

Supply Clerk
E-6

Supply Clerk E-3 (5)

Supply Clerk
E-4 (2)

3. Staffing.

(a) Criteria.

(1) Full Material Management Department complement not required during PM.

(2) Three (3) or four (4) watch sections will be established.

(3) A balance will be maintained between HM and SK personnel in each watch section and personnel should be cross-trained in medical and general supply functions.

(4) Only Head, Material Management Department will be excluded from watch bill.

(5) Separate watch bills have been developed for Medical Repair and CSR Divisions. See Chapters 12 and 5, respectively.

(b) Staffing pattern: Three (3) or four (4) watch sections established with one section on watch each day to handle any requirements during PM. Senior member of each watch section designated as duty department head.

<u>Section I</u>	<u>Section II</u>	<u>Section III</u>
HMCS 19019 Supply Clerk Services Supervisor	HMC 19139 Senior Supply Adv	SKC 19159 Supply Supervisor
HM2 19059 Medical Supply Clerk	SK3 19099 General Supply	HM2 19061 Medical Supply Clerk
HM2 19039 Medical Clerk	SK2 19181 Supply Clerk	SK3 19101 Supply Clerk
SK3 191833 Supply Clerk	SK3 19079 Supply Clerk	SKSN 19201 Clerk

SKSN 19203 Supply Shipping Clerk Clerk	SK2 19170 Supply Clerk	SN 19199 & Receiving
SKSN 19199 Supply Supply Clerk	DK2 08070 Disbursing Clerk	SKSN 19205 Clerk
SN 19119 Shipping & Receiving Clerk	DK1 08050 Disbursing Clerk	SKSN 19230.02 Supply Clerk

4. Assignments by billet sequence number: See TAB A, page 25.

5. Watch bill: See TAB B, page 27.

6. Special watches: N/A

G. **TASKS:**

TASK	METHOD
1. STAND UP FISCAL/ SUPPLY DIVISION to initial operations.	1.1 Issue pre-determined shelf-life materials work centers for 3 days of
Fiscal/Supply Division equipment, pubs, office supplies and inventory against IOL.	1.2 Break out
keys and available at set-up of fiscal/	1.3 Ensure storeroom and mount-out box locks are initial supply operation.
NAVSUP P- paragraph 1118.	1.4 Key control will be maintained per 485,

sections
personnel

of
personal

be
P-485,
1300-1306, and
paragraph 5160.

cancel

into

(**Note:**
overseas
movement, Fleet Hospital
Support Office will
determine whether or not
to input pre-print
requisitions for

previously designated
material based on
anticipated employments
at hospital units.) High
volume medical consumable
items will be resupplied
to wards daily.

as
provide daily
hospital resupply
liaison.

volume
consumable
(HVMC) material
with ward work center
supervisors. Add or
delete line items from

1.5 Establish watch
IAW TAB B as
arrive.

1.6 Designate location for
morgue and storage
casualties'
effects.

1.7 Personal effects will
handled IAW NAVSUP
paragraphs

1.8 Follow-up and/or
requisitions input
supply system at
mobilization.
Prior to

1.9 Assign storekeepers/
Hospital Corpsmen
needed to
intra-

1.10 Review list of
designated high
medical

list of HVMC material as
necessary.

1.11 Create list of
designated

departmental Supply

Petty Officers

(Petty Officers who

will act as each
department or
primary

division's

interface with

Fiscal/Supply Division

and who will be

designated to draw from

supply.) For some

departments, several

Supply Petty Officers

may be established.

However, division head

or higher authority

required to designate

Supply Petty Officers.

1.12 Material Management
Supervisor will

maintain and post as
necessary in supply
support areas, list
of authorized

Supply Petty Officers.

In addition, this list

will indicate, for each

department, individuals

who are authorized to

sign/approve requisition

documents. (Normally,

the latter will be

department/division

heads.)

1.13 The Head, Material
Management

Department, will

obtain inputs from

all areas regarding

anticipated peak usage

requirements for

critical items

(both medical and
nonmedical). AS

conduct
meetings to
review anticipated peak
usage requirements until

available
records.
the Fiscal Supply
Division is established,
the Head, Material
Management

closely
critical items
usage, using spot
needed.

necessary,
regular

usage data is
from stock
After

Department will
monitor

inventories as

a

Consumption/
Requisition Documents
(NAVSUP 1250-1's) and
a supply of locally
reproducible multi-
consumption/
requisition
documents.

Supply Petty
with procedures
completing
consumption/requisition
documents. For NAVSUP
1250-1 instructions, use
NAVSUP P-485, paragraph
6206 as a guide.

(NAVSUP
procedures for
controlled equipage IAW
NAVSUP P-485, paragraphs

1.14 Provide ward work
center supervisors
supply of blank
Single Line

1.15 Provide training and
orientation to
familiarize
Officers
for

1.16 Establish Custody
control Card
Form 306)

6092-6093.

cartons,
wooded
bracing material
packing material for
retrograde of
 repairables and hospital
 relocation/re-pack.

1.17 Retain reusable
 containers,
 boxes,
 and

1.18 Assign duty supply
 driver.

2. ISSUING CONTROLLED Medical Consumables and Equipage.

a list
medical
as determined
Command.

2.1 Maintain a list of
 controlled medical
 consumables and
 of controlled
 equipage,
 by

not be
to, needles,
syringes, and
 controlled
 pharmaceuticals.

2.2 Controlled medical
 consumables will
 include, but
 limited

custody
medical
will be handled
Fiscal/Supply Division
 IAW NAVSUP P-485,
 paragraphs 3235-3238.

2.3 Initial issue and
 of controlled
 shippage
 by

equipage
included on
line
consumption/requisition
 documents for intra-
 hospital resupply of high
 volume medical

2.4 Controlled medical
 consumables and
 will not be
 multi-

consumables.

controlled
consumables and
equipment will present

Fiscal Supply an approved
locally prepared
requisition form

For controlled
equipment, custody card
will be annotated.

2.5 Requestors of
medical

2.6 Unexpended controlled
substances will be
secured IAW
medical

applicable
instructions. No

controlled medicinals or
consumables will be
issued without proper
authorization and a
completed NAVSUP Form
1250-1 or controlled
Consumables/Equipment
Requisition.

3. PROCURE MATERIAL BY REQUISITION IN SUPPORT OF FLEET HOSPITAL

Procedures

485

or

in

3.1 Supply afloat
will be used.
References: NAVSUP P-
(in particular, Chapter
3). Consolidated Fleet
Afloat Requisitioning
Guide Overseas (CARGO).
NAVSUP P-4998 Atlantic
P-4998 Pacific. Atlantic
Fleet Requisitioning
Guide CINCLANTFLTINST
P-4210.1. Pacific Fleet
Requisitioning Guide
COMNAVLOGPACINST P-
4235.1. As appropriate,
depending on Fleet and
Type Commander.

3.2 Reflect reorder points
the stock record battery

inventory	<p>on each Stock Record Card (NAVSUP Form 1114). Make requisition decisions using control practices discussed in Task #12 below.</p> <p>3.3 NAVSUP Form 1250-1, single line item</p>
<p>Consumption/Requisition Document, will be used to reorder material from external sources.</p>	
<p>message. with Local Commander</p>	<p>3.4 A majority of requisitions will be submitted via Familiarity Type</p>
<p>instructions and NAVSUP P-485, paragraph 3028 is imperative.</p>	
<p>procedures in completing and processing requisitions. (See TAB C-3)</p>	<p>3.5 Follow NAVSUP P-485, Chapter 3</p>
<p>and contained 485, Paragraphs 3045 through 3052.</p>	<p>3.6 Priority designations procedures are in NAVSUP P-</p>
<p>and IAW 6700.16. information</p>	<p>3.7 Requisition NAVMEDCOM controlled medical dental items MEDCOMINST Furnish</p>
<p>copies of requisitions for these items to the Fleet CINC, Type Commander and Naval Medical Material Support</p>	

Command.

medical
equipment
direct from
normal supply sources.

3.8 Requisition NAVMEDCOM
non-controlled
and dental
items

medical
equipment
direct to normal
supply sources. When the
material is not available
from supply systems
stock, it may be
purchased locally IAW
part 13 of NAVSUP P-560.

3.9 Submit emergency
requisitions for
and dental
items

MEDCOM
with
personnel
6700.16 and
485, paragraph

3.10 Review pertinent
supply procedures
Fiscal/Supply
(BUMEDINST
NAVSUP P-
3444).

4. PROCURE MATERIAL BY PURCHASE ON THE OPEN MARKET

3,

4.1 NAVSUP P-485, Chapter
Part B provides guidance
on direct purchase
procedures.

purchase
normally be
shore activity
result of a
hospital's requisitions.
Officers designated (by
warrant) as Contracting
Officers may obtain
requirements for supplies
or services by purchase
on the open market when
all of the following
conditions exist:

4.2 Fleet Hospital
actions will
taken by a
as a

and

4.2.A There is an Immediate
urgent requirement for
authorized supplies or
services.

services
available at the
support activity.

4.2.B The supplies or
are not
supply

4.2.C Time is of the essence
and scheduled operations
will not permit
procurement through Navy
shore-based purchasing
activities.

of
conditions

4.3 When authorized by the
Type Commander, Fleet
Hospitals may make
routine purchases of
supplies and services
when the value does not
exceed \$2,500 and all
the following
exist:

services
available at the
support activity.

4.3.A The supplies or
are not
supply

made
small
method providing
immediate delivery of
material purchased.

4.3.B All transactions are
by an approved
purchase
for

by

4.4 Purchases will be made
one of the following
methods:

\$2,500
\$10,000 under
emergency conditions).

4.4.A Purchase Order for
purchases up to
(up to

4.4.B Imprest fund for cash
purchases when the

amount
\$150
emergency
conditions).

does not exceed
(\$300 under

indefinite
contracts
purchase
(BPA's) that
negotiated by
activities.

4.4.C Orders under
delivery-type
and blanket
Agreements
have been
ashore

paragraph
for
(DD

4.5 NAVSUP P-485,
3095 describes orders
supplies and services
Form 1155) in detail.

5. REQUISITION OF CERTAIN MATERIALS

3,
specific

for
services

turn-

etc.

5.1 NAVSUP P-485, Chapter
Part C details
requisitioning and
services procedures
materials and
such as controlled
equipment, mandatory
in repairables,
electronic material,

6. MAINTAINING REQUISITION FILES

3,

addition,
Type Commander's
specific instructions.

6.1 NAVSUP P-485, Chapter
Part D provides
guidance. In
follow

requisitions in
Material Outstanding
File, and initiate timely
follow-up action when
necessary.

6.2 Periodically review
status of the

6.3 Review status of

Priority
requisitions daily.

1-3

requested
for
expeditious follow-up.

6.4 Status may be
by message

7. RECEIPT FOR INCOMING MATERIAL

4

7.1 NAVSUP P-485, Chapter
provides guidance.

management
will:

7.2 Head, Material
Department

distribute
incoming stores,
except subsistence which
will be the
responsibility of the
Food Service Division
officer.

7.2.A Receive, identify,
inspect and
all

NAVSUP P-
paragraph 4000.

7.2.B Delegate receipt
functions IAW
485,

of
to

7.2.C Designate one member
Medical Supply Branch
ensure that controlled
Substances are properly
receipted and promptly
secured.

for

7.3 Establish local plans
the orderly and timely
receipt and processing
of incoming Stores.
Provisions should be
made to quickly
designated working
parties and to stage
materials as near to
Fiscal/Supply
as practical. Such

activate

the
warehouses

maintaining
accountability.

prior planning is
essential for
material

7.4 Receipt for shelf-life
material.

7.5 When fresh water is
received, the Head
Environmental
his designee
the Order
Services,
other
to

Health, or
will sign
for Supplies or
DD Form 1155 or
receipt document as
quality. The

requesting department
head will satisfy himself
as to quantity received.

All receipts will be
forwarded to the Fiscal/
Supply Office for proper
posting and filing. See
NAVSUP P-485, paragraph
4377.

8. PROVIDE FOR MATERIAL CUSTODY

8.1 The Head, Material
Management Department is
responsible for the
storage, security, and
inventory control of all
material assigned to
Fiscal/Supply. He will:

storage
spaces for
turnover (DTO).

8.1.A Procure all consumables
not authorized for
in supply
direct

on the
Card
1114) and the
Locator/Inventory
Record (NAVSUP Form 1075)

8.1.B Record the location of
each item in stock
related Stock Record
(NAVSUP Form
Afloat

if the latter is maintained. (Strongly recommend maintaining NAVSUP 1075 in order to reconstruct Stock Record Battery in event of battle damage or other loss. If maintained, NAVSUP 1075's will be located separately from Stock Record Battery.)

materials

to compressed including oxygen cylinders. See NAVSUP P-485, Section 4643 for information. Detailed storage and handling procedures are contained in DLA Regulation 4145.25 and NAVSUPINST 4440.128B.

medicinal

9. EXPEND MATERIAL

procedures in NAVSUP P-6165-6299.

IAW Chapter 5,

8.1.C Store hazardous separately from non-hazardous stock in designated hazardous storage areas.

8.1.D Pay special attention the storage of gases,

8.1.E Designate secure location(s) for alcohol storage.

9.1 Expenditure may be accomplished in one of three ways: issues, transfers, or surveys.

9.2 Detailed issue are contained 485, sections

9.3 Transfers will be made NAVSUP P-485, Section II.

9.4 Transfers of material

Hospitals
ships) under the
Commander are
nonchargeable
transactions.

between Fleet
units (or
same Type

Packaging

Department will
Surveying
IAW NAVSUP P-485,
paragraph 5129.

reported
200.

Department or
designee will maintain
an Expenditure Record Log
per NAVSUP P-485,
paragraph 5002.

10. SHIP MATERIAL

have

x-

other
provide
transportation (nearest
COD/VOD detachment).

9.5 Turn-in material will be
packaged and marked IAW
NAVSUP P-485, paragraph
5093 and NAVSUP P-484,
"Supply Afloat
Procedures."

9.6 The Head, Material
Management
appoint a
Officer

9.7 Surveys will be
on DD Form

9.8 The Head, Material
Management
his

10.1 Fleet Hospitals will
some shipping
requirements. Examples
include mail, records,
rays, and depot
repairables.

10.2 In shipping materials,
Fleet Hospitals will
normally rely on
units to

10.3 Supply/Fiscal Division

material shipment, and assistance in preparing shipping papers. See NAVSUP P-485, paragraphs 5155-5160 for assistance.

will provide packaging,

10.4 Contact the activity providing logistics support relative to shipment of obtain

material to necessary forms (manifests, shipping papers) not carried on Initial Outfitting List.

10.5 Prepare and package material to minimize damage during

shipment

(Reference: NAVSUP P-485).

10.6 Parcels containing narcotics will not be so parcels consigned as marked. All such will be registered mail to the medical officer of the receiving activity

(NAVSUP 7008.).

P-484, paragraph

10.7 Classified matter will be transmitted as in the Navy

prescribed Department of the Information Security Regulation

(OPNAVINST 5510.1).

11. PERFORM INVENTORY MANAGEMENT FUNCTIONS inventory procedures as in NAVSUP P-485,

11.1 Fiscal/Supply Division will adopt sound management set forth

Chapter 6. Stock record
card postings and
distribution of
consumption/Requisition
documents (NAVSUP Forms
1250-1) are set forth in

NAVSUP P-485 as follows:
issue control,
6205-6214;

paragraphs
stock control,
paragraphs 6230-6234;
receipt control,
paragraphs 6250-6253.

11.2 Inventory management
encompasses the
posting of
necessary
records and
distribution of documents
to account for issues
from, and receipts to,
stock. Procedures will:

11.2A Provide for The
accumulation of
consumption
for
accurate
data required
maintaining adequate
supply levels. See
detailed procedures in
NAVSUP P-485, paragraph
6188.4.

11.2.B Establish and maintain
a
historical demand file
for non-stocked items
so that items which
experience repeated
demands can be determined
and considered for
stocking (NAVSUP
P-485, paragraph 6188.10).

1.2.C Review each request for
not carried repair part
against the Fleet
a
Hospital
Allowance
to insure that
parent equipment is
Table of
Documents
the

are
effectively
manage controlled

as
document
normal
requisitioning document.
However, see TAB E-1 for
intra-hospital resupply

Stock
(NAVSUP Form
each line item
IAW procedures set
in NAVSUP P-485,

separate
SIM
is

SIM
for

permitted
Record

random
inventory
to assess stock
record accuracy are not

supported.

11.2.D Ensure custody cards
used to

equipage.

11.3 NAVSUP Form 1250-1
(Single Line Item
Consumption/Requisition
Document) will be used
the issue request
and as the

procedures.

11.4 Maintain Stock Record
Battery. Maintain
Record Cards
1114) for
carried
forth

paragraph 6186.

11.5 Maintain required
files for SIM and non-
Stock Record Cards. It
recommended that
horizontal files for
and vertical files
non-SIM be used.

11.6 Only persons properly
trained will be
access to Stock
files.

11.7 Unless required by the
Type Commander,
sampling of
procedures

paragraph
and non-SIM

required. However, spot
inventories will be
conducted as required by
NAVSUP P-485,
6061 for SIM
items.

Record
select
items as noted
described in Chapter
NAVSUP P-485. Screen
other shelf-life items as
often as necessary to
ensure timely utilization
or transfer prior to
shelf-life expiration
dates.

11.8 Clearly annotate shelf-
life items on the
associated Stock
Cards. Inventory
shelf-life
and 6,

Locator/Inventory

1075)
be
NAVSUP P-
6187, in
provide basic
to assist in the

11.9 Afloat

Records (NAVSUP Form
are recommended to
maintained, IAW
485, paragraph
order to data

reconstruction of stock
records in the event of
battle damage,
destruction, or loss or
damage in relocating the
hospital.

12. MAINTAIN SUPPLY
DOCUMENT FILES
IAW
paragraph

12.1 Establish and maintain
supply document files
NAVSUP P-485,
6188.

the
files:

12.2 At a minimum, maintain
following document

- Material Outstanding
File (MOF).

File	- Material Completed (MCF).
	- Purchase Payment File (PPF).
	- Consumption File.
	- MDS/Access Data File.
File	- Procurement Action (PAF).
	- Departmental File.
Carried	- Not In Stock/Not File (NIS/NC).
	- Historical Demand File (HDF).
	- Expenditure Invoice File.
	- Miscellaneous Receipt File.
will all (i.e., no files for medical general supplies).	12.3 Only one set of files be maintained for commodities separate and
13. DOCUMENT AND REPORT	13.1 Use the
Requisition/OPTAR THE FINANCIAL IMPACT OF	Log
(NAVCOMPT Form 2155) SUPPLY TRANSACTIONS	to
reflect all transactions affecting the	hospital's OPTAR funds this log is the accounting
as primary record for all financial reports.	
	13.2 Post to and adjust

Log IAW
Management of
Resources, NAVSO P-3013,
paragraph 4104.

Requisition/ OPTAR
Financial

number
designated the
records keeper and

13.3 The Financial Clerk,
billet sequence
06010, is
OPTAR
will:

numbers
Budget/OPTAR Log
Consumption/
Requisition documents
(NAVSUP Form 1250-1's).

13.3.A Assign requisition
from the to all

Log.

13.3.B Post the Budget/OPTAR

Document
Report
Form 2156) as
required by NAVSO P-3013.

13.3.C Prepare the OPTAR
Transmittal
(NAVCOMPT

the
Head's

13.3.D Balance the OPTAR log
prior to obtaining
Department
signature.

Department
signature on all OPTAR
Document Transmittal
Reports prior to
submission to the
applicable Fleet
accounting and Disbursing
Center.

13.3.E Obtain Head, Material
Management

Budget/
(NAVCOMPT For
transmission--
by message --to
Fleet Accounting
Office and the Type

13.3.F Prepare a monthly
OPTAR Report
2157) for
normally
the

Commander. This monthly
report provides hospital
funds status and material
deficiency and consumption
data.

13.3.G Maintain and report the
Summary of Material

Receipts/Expenditures
(NAVCOMPT Form 176) and
transmit to the applicable
Fleet Accounting and
Disbursing Center by the
5th of the month
following the month in
which transfers occurred.

"A" Summaries and "B"
Summaries are to be
maintained for transfers,
Type Commander chargeable
and non-chargeable,
respectively.

13.4 Consumption/Requisition
Document distribution
explained in NAVSUP
485, paragraph

is
P-
6214.

13.4.A NAVSO P-3073 details

OPTAR

records keeper's posting
and reporting

procedures.

13.4.B In addition to the

NAVSO

publications, consult
applicable Type
instructions
accounting

Commander
regarding
and financial
reporting.

13.5 Requisition/OPTAR Log
be audited and
the optar
the

will
balanced by
record keeper on
10th, 20th, and last
day of the month in

conjunction with
submission of the OPTAR
Document Transmittal
Report and IAW the
procedures outlined in
Chapter 4 of NAVSUP P-
3073.

specifically
some Fleet
Hospitals may wish to
break down OPTAR budgets
by directorate to provide
greater visibility of
funding availability and
usage. Follow Type
Commander and Commanding
Officer guidance.

13.6 Although not required,

- H. **STANDARD OPERATING PROCEDURES:** See TAB C, page 28.
- I. **CLINICAL POLICIES/GUIDELINES:** N/A.
- J. **STANDARDS AND JOB DESCRIPTIONS:** See TAB D, page 37.
- K. **DOCUMENTATION:**
1. References: See TAB E, page 47.
2. Forms: See TAB F, page 51.

TAB A

ASSIGNMENTS BY BILLET SEQUENCE CODE

Department: MATERIAL MANAGEMENT DEPARTMENT

1. Officer Billets.

Watch Rank/ Rate	Billet <u>Section</u> <u>Number</u>	<u>Title</u>		<u>Designator</u>
N/A 3	19029	Head, Material Management Department	2300/1802S	O-

2. Enlisted Billets.

Watch Rank/ Rate	Billet <u>Section</u> <u>Number</u>	<u>Title</u>		<u>Designator</u>
I	19019	Supply Services Supv	0000/HM	E-9
I	06010	Fiscal Clerk	0000/SK	E-6
I E-7	19039	Medical Supply	0000/HM	
II	19059	Medical Supply	0000/HM	E-5
III	19061	Medical Supply	0000/HM	E-5
I	19079	Supply Clerk	0000/SK	E-6
II	19099	Supply Clerk	0000/SK	E-4
III	19101	Supply Clerk	0000/SK	E-4
I	19119	Shipping & Receiving	0000/SN	E-3
II	19121	Shipping & Receiving	0000/SN	E-3
II	19139	Senior Supply Adv	0000/SK	E-7
III	19159	Supply Clerk Supv	0000/SK	E-7
I	19179	Supply Clerk	0000/SK	E-5

II	19181	Supply Clerk	0000/SK	E-5
III	19183	Supply Clerk	0000/SK	E-5
I	19199	Supply Clerk	0000/SK	E-3
II	19201	Supply Clerk	0000/SK	E-3
III	19203	Supply Clerk	0000/SK	E-3
I	19205	Supply Clerk	0000/SK	E-3
II	19207	Supply Clerk	0000/SK	E-3
I	08050	Disbursing Clerk	0000/DK	E-6
II	08070	Disbursing Clerk	0000/DK	E-5

TAB B

WATCH BILL FOR MATERIAL MANAGEMENT DEPARTMENT*
(3 Watch Sections)

<u>DAY</u>	<u>SECTION</u>
M	I
T	II
W	III
Th	I
F	II
Sa	III
Su	I
M	II
T	III
W	I
Th	II
F	III
Sa	I
Su	II
M	III
T	I
W	II
Th	III
F	I
Sa	II
Su	III

* Excludes Medical Repair and CSR Divisions. For these watch bills see TAB D of Chapters 12 and 5, respectively.

TAB C
STANDARD OPERATING PROCEDURES
INDEX

<u>NUMBER</u>	<u>TITLE</u>	<u>PAGE</u>
C-1	Issue of High Volume Medical Consumables (HVMC) Material	29
C-2	Control of Shelf-Life Material	31
C-3	Procedures for preparing NAVSUP Form 1250-1 by the requester	32

TAB C-1

**PROCEDURES FOR ISSUING DESIGNATED
HIGH VOLUME MEDICAL CONSUMABLE (HVMC) MATERIAL**

A. **PURPOSE:** It is recognized that certain supplies used in the hospital areas will have high usage requirements and require regular issues from stock. To reduce the number of requisition documents and trips by hospital personnel to the supply warehouse spaces, such high volume medical consumable (HVMC) items will be predesignated for daily resupply to ward areas in accordance with this procedure using the multi-line consumables consumption/ requisition document.

B. **PROCEDURES:**

1. Controlled items such as needles and syringes will not be included as HVMC items and will be drawn from supply using a controlled Consumable/Equipage Requisition Document.

2. Consumption requisition documents will be used to order high volume line items. Changes may be made locally and line items added or deleted as required by individual hospital units. Changes require the advance approval of the Head, Material Management Department.

Each applicable hospital area will have copies of consumption requisition documents and blank NAVSUP Forms 1250-1.

3. Requestors will store unused HVMC material drawn from supply.

4. Consumption requisition documents will be delivered daily to the Fiscal/Supply Division for material to be delivered next day. Requesting supervisors will ensure completion prior to 0700 (day of pick-up) including performance of any inventories necessary to ascertain quantities to be requested. Emergency requests will be submitted and filled on a priority basis.

5. Fiscal/Supply will fill all Consumption requisition requests for in-stock items. For NIS items, Fiscal/Supply will immediately initiate reorder, using Single Line Item Consumption/Requisition Documents (NAVSUP Form 1250-1) or message requisition.

6. Fiscal/Supply personnel will not be responsible for inventory of user storage locations, as items located here are

considered expended when drawn from supply and are no longer the responsibility of the Fiscal/Supply Division.

7. Pick-ups will be made by 0700. At time of pick-up, storekeepers will receive a consumptions requisition document for next day intra-hospital resupply.

8. Completed consumption requisition documents retrieved by Fiscal/Supply Division will be compiled overnight by the duty storekeeper and translated by line item, into NAVSUP 1250-1's for issue and posting to the appropriate NAVSUP Form 1114 Stock Record Cards. The Duty Watch Section Storekeepers will pull requested HVMC stock, stage it for next morning delivery, and make normal postings and distribution of NAVSUP 1250-1's IAW NAVSUP P-485, paragraph 6188.

9. HVMC items are considered expended from supply when issued (drawn from stock). Receipt will be verified by obtaining signature of Supply Petty Officer (or authorized representative) at time of delivery which will be retained by Fiscal/Supply.

TAB C-2

PROCEDURES FOR THE CONTROL OF SHELF-LIFE MATERIAL

A. **PURPOSE:** It is recognized that certain supplies requisitioned and received by the Fiscal/Supply Division will have specific use by dates (shelf-life) and require more stringent receipt and inventory control procedures.

B. **PROCEDURES:**

1. Attention will be paid to the expiration or "use by" date on all shelf-life material at time of receipt. This date will be recorded on the receipt document prior to its transmittal to record control. Expired or expiring shelf-life material received will be referred to the Head, Material Management Department.

2. Using the records furnished by FHSO at mobilization, the Head, Material Management Department will establish a file containing records of all shelf-life material. This file will be maintained in chronological order of expiration date and will be screened routinely to ensure fresh stocks are available for issue.

3. To facilitate periodic screening of shelf-life items, applicable stock records (and NAVSUP Form 1075's, if maintained) will be annotated or otherwise identified to indicate the proper shelf-life code. (See NAVSUP P-485, Paragraph 4664 and Appendix 9K).

4. Shelf-life material will be issued on a First in-First out (FIFO) basis with the expiration date of the material annotated on the NAVSUP Form 1250-1 at time of issue.

TAB C-3

PROCEDURES FOR PREPARING NAVSUP FORM 1250-1 BY THE REQUESTER

A. **PURPOSE:** It is recognized that all issues of stock material and all Direct Turnover (DTO) material procured by the Material Management Department, as well as all chargeable services, will be recorded in a NAVSUP form 1250-1.

B. **REFERENCE:**

1. NAVSUP P-485, Paragraphs 6206, 6207, and 6250.

C. **PROCEDURES:**

1. In preparing the NAVSUP form 1250-1, the following general instructions will be followed:

- (a) Use a ballpoint pen or typewriter for data entries.
- (b) Include each entry in the proper data block.
- (c) To avoid confusion between the numeric zero and the alphabetic use the communication "0" to represent a zero.

2. For requests for all material, the following specific instructions will be followed:

- (a) Data Block 1 (Request Date). Enter the Julian date on which issue request is submitted.

- (b) Data Block 3 (Urgy). Enter urgency of need designator (UND) A, B, or C, as prescribed below.

UND

Definition

A
the
is
more of its

Requirement is immediate; without
material needed, the activity
unable to perform one or
primary missions

B
occur
activity's
one or more of its
will be impaired
material is received.

Requirement is immediate or will
in immediate future;
ability to perform
primary missions
until the

C Requirement is routine. When UND A
or B is indicated for a not-in-
stock (NIS)/not carried (NC)
item, an approval signature
is required in data block 30 (see
procedure 4); and for certain
demands, a specific notation is
required in data block 29 (see
procedure 3F).

(c) Data Block 8 (Noun Name or Ref Sym). Enter the noun name of the requested item, except when entry of a reference symbol number is required in accordance with procedure 3A.

(d) Data Block 13 (UIC) and Data Block 14 (WC). Enter the ship's unit identification code (prefixed by the applicable service designator code: "R" for Pacific Fleet Operating Units, "V" for Atlantic Fleet Operating Units, and "N" for Navy activities other than Pacific or Atlantic Fleet Operating Units) and the appropriate 4-digit work center code. (Unless the requested item is required for a maintenance action for which a job control number has been assigned, data block 15 must be blank.) For example, the Radiology Department at the Fleet Hospital #1 would enter "R68681" in data block 13 and "FH03" in data block 14.

(e) Data Blocks 21, 22, and 23 (stock Number). Enter the national stock number (NSN) in data blocks 21 and 22; and if a special material identification code (SMIC) is assigned to the NSN, enter the SMIC in data block 23. For example, for the stock number 5930-00-201-9932, the entry in data block 21 is the FSC "5930" and the entry in data block 22 is the NIIN "002019932."

If the item can only be identified by a Navy item control number (NICN), enter the NICN in data blocks 21 and 22. For example, for the NICN 4820-LL-HHO-7571, the entry in data block 21 is the FSC "4820" and the entry in data block 22 is the NIIN "LLHHO7571". When a requested item can be identified only by a part number (P/N) or other reference number which is not listed in the Master Cross reference list (MCRL), and the manufacturer is known, the applicable federal supply code for manufacturers (FSCM) will be determined from the FSCM Cataloging Handbook (H4-1 Name to Code) and entered with the part number in the NAVSUP 1250-1 in the following manner:

(1) P/N of 10 digits or less - enter P/N beginning in the second position of data block 22 and continue through data block 23. (Unused spaces will be left blank.) Enter the applicable five digit FSCM, if known, in data block 21 and the first position of data block 22.

(2) P/N of more than 10 digits - Enter an asterisk (*) in the first position of data block 21 and enter a corresponding asterisk, the five digit FSCM (if known), and the entire P/N in data block 29. The remainder of data block 21 and all of data blocks 22 and 23 will be left blank. When the manufacturer of the item is not known, the P/N only will be entered as discussed above. Enter: "See DD form 1348-6 attached" in data block 29 of the NAVSUP 1250-1. For an equipment related item, a detailed description of the parent equipment and other pertinent information will be provided in the "Identification Data" section of a Non-NSN Requisition (Manual) (DD form 1348-6) in accordance with paragraph 3025-3 of NAVSUP P-485. For a non-equipment related item, a detailed description of the requested item, reference to the specific publication in which the item is adequately identified, a suggested source of supply, and any other pertinent information will be entered in a DD 1348-6. When an item cannot be identified by an NSN, NICN, or P/N, as much pertinent information as is available will be provided in the "Identification Data" section of a DD form 1348-6.

(f) Data Blocks 24 (U/I) and 25 (Quantity). Enter the unit of issue (e.g., ea, pr) and the quantity of such units required. Limit the quantity to that actually required to accomplish a specific maintenance action.

3. When the material requested is to be used for equipment maintenance, the issue request must contain all appropriate MDS data, or it will not be accepted by the Material Management Department. The MDS data which the requester is required to enter in the NAVSUP 1250-1 for maintenance related material are as follows:

(a) Data Block 8 (Noun Name or Ref Sym). Enter the noun name of the requested item (e.g., bearing), except when the part to be replaced is an electronic or ordnance item which has a reference symbol number, and which has been determined to be a failed part (i.e., when a check mark or "X" is indicated in data block 9). In such cases, if the quantity requested is only 1 ea, enter the complete reference symbol number (when it does not exceed 8 characters) in data block 8. If the reference symbol number exceeds 8 characters, enter an asterisk (*) in the first position of data block 8, and in data block 29, enter an asterisk and the complete reference symbol number. If the quantity requested is more than 1 ea (e.g., 3 ea), enter an asterisk in the first position of data block 8, and in data block 29, enter an asterisk (*) and all reference symbol numbers applicable to the total quantity requested.

(b) Data Block 9 (FPR). Enter a check mark or "X" if the requested item is required to replace a failed part (i.e., any defective part which is strongly suspected of having been the primary cause of equipment failure); otherwise, leave blank.

(c) Data Block 10 (APL/AEL/CID). Beginning in the first position of the data block, enter the identification number of the allowance parts list (APL) or allowance equipage list (AEL) for the equipment or component on which maintenance is to be accomplished. If an APL or AEL has not yet been developed, enter the component identification (CID) number, if available. If the APL, AEL, or CID number cannot be determined, leave data block 10 blank; but prepare and attach one copy of the "Identification Data" section of a DD Form 1348-6, and include the notation "See DD 1348-6 attached" in data block 29 of the NAVSUP 1250-1.

(d) Data Blocks 13, 14 and 15 (Job Control No.). In data block 13 (UIC), enter the ship's unit identification code, prefixed by the applicable service designator code. In data block 14 (WC), enter the requester's 4-digit work center code. In data block 15 (JSN), enter the same job sequence number as that indicated in the related ship's Maintenance Action Form (OPNAV 4790/2K) when the maintenance action is required to be reported under MDS; otherwise, enter "Z000" in data block 15. For example, the Communications Department at Fleet Hospital #1 will enter "R68681" in data block 13, "FH14" in data block 14, and 0326 (JSN from OPNAV 4790/2K) in data block 15 for an item with maintenance action reported. For an item not requiring maintenance action reporting, the data block 13 and 14 entries are the same as above and "Z000" is entered in data block 15.

(e) Data Block 16 (EIC). Beginning in the first position of the data block, enter the equipment identification code from the EIC Master Index (MSO 4790.E2579). If the EIC contains less than seven significant characters, enter zero (0) in the remaining spaces of the data block (e.g., P3CT000).

(f) Data Block 29 (remarks). If the requested item is required to replace a mandatory turn-in repairable that cannot or will not be turned in because it is missing or destroyed, include the notation "MTR ITEM TO BE REPLACED IS MISSING" or "MTR ITEM TO BE REPLACED IS DESTROYED," as appropriate, and the department head's signature. If an NIS/NC item is requested to correct a reported casualty (CASREP) or an anticipated CASREP, or to eliminate or prevent work stoppage of an equipment maintenance action assigned a unique job sequence number (JSN), enter an appropriate notation to identify the kind of requirement (e.g., C-4

CASREP, anticipated C-3 CASREP, work stoppage, etc.). This notation, when applicable, is necessary for determining certain MILSTRIP Data (such as document serial number, project code, and/or RDD entries) when the message requisition or other procurement document is prepared.

4. Departmental Head Approval. An approval signature of the department head is required on NAVSUP 1250-1 for controlled equipage and services and on all NAVSUP 1250-1's which indicate urgency of need (i.e., STAT, in data block 3).

An approval signature of the department head or his designated representative is required in NAVSUP 1250-1's for NC repair parts and NC consumables and in all NAVSUP 1250-1's which indicate urgency of need indicator B in data block 3. An approval signature is not required in NAVSUP 1250-1's for stock material, if a list of personnel approved by the department head to draw material from stock is submitted to the Material Management Department Head.

TAB D
STANDARDS AND JOB DESCRIPTIONS
INDEX

<u>NUMBER</u>	<u>TITLE</u>	<u>PAGE</u>
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D-5	Fiscal/Clerk Job Description	42
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D-9	List Of Work Center Identification Numbers	46

TAB D-1

HEAD, MATERIAL MANAGEMENT JOB DESCRIPTION

The Department Head is responsible to the Director of Administrative Services and accountable for the management of all functions and services performed by the Material Management Department. These encompass the Central Sterile Reprocessing, Disbursing, Fiscal and Supply, and Medical Repair Divisions.

SPECIFICALLY, THE DEPARTMENT HEAD WILL:

1. Supervise, schedule, and coordinate activities of departmental personnel.
2. Be responsible for the orientation and training of personnel assigned to the Department.
3. Direct and maintain accountability for procurement, receipt, stowage, issue, and fiscal accounting of Fleet Hospital consumables, equipment, and repair parts.
4. Be responsible for the overall management of disbursing operation.
5. Interpret and administer hospital policies and procedures applicable to Material Management Department.
6. Ensure compliance with administrative and managerial procedures contained in hospital instructions.
7. Ensure development, preparation and transmittal of required reports in final form.
8. Establish procedures for efficient intra-hospital resupply.
9. Central Sterile Reprocessing: See Chapter 5.
10. Medical Equipment Repair: See Chapter 15.

TAB D-2

MATERIAL MANAGEMENT SUPERVISOR JOB DESCRIPTION

The Supervisor is responsible for the supervision of all functions and services performed by the Fiscal/Supply, Disbursing, and Medical Repair Divisions of the Material Management Department. The Supervisor must direct, assist, orient, and instruct subordinates in medical and general supply procedures, and Medical Repair as well as provide administrative and military supervision of Disbursing personnel.

SPECIFICALLY THE SUPERVISOR WILL:

1. Supervise, schedule, and coordinate activities of assigned department personnel as directed by Head, Material Management Department.
2. Direct orientation and training of assigned personnel.
3. Make recommendations relative to personnel assignments requiring Department Head approval.
4. Assist Head, Material Management Department in implementing hospital policies and procedures applicable to Fiscal/Supply, Medical Repair and disbursement of cash.
5. As directed by Head, Material Management Department, ensure compliance with administrative and managerial procedures contained in hospital instructions.
6. Establish watch, quarter, and station bill for assigned personnel.
7. Implement intra-hospital resupply procedures.

TAB D-3

FISCAL/SUPPLY CHIEF JOB DESCRIPTION

1. Administer the procurements, care, preservation, stowage, inventory control, and disposal of stores, equipment, and repair parts for the Fleet Hospital.
2. Audit and supervise the procedures for documenting and reporting supply transactions, including necessary postings, document distribution, and financial reporting.
3. Supervise and direct training for the assigned rates in Fiscal/Supply duties.
4. As directed, implement watch, quarter, and station bill assignments.

TAB D-4

MEDICAL SUPPLY CHIEF JOB DESCRIPTION

1. Supervise assigned personnel in the procurement, care, preservation, stowage, inventory control, and disposal of medical supplies and equipment.

2. Day-to-day supervision of Medical Supply Branch spaces and personnel.

3. Act as technical advisor relative to medical supplies and equipment in the conduct of Fiscal/Supply duties.

4. Train assigned personnel to learn medical supply responsibilities.

5. As directed, implement watch, quarter, and station bill.

6. Ensure that daily intra-hospital resupply is conducted IAW established procedures.

TAB D-5

FISCAL CLERK JOB DESCRIPTION

1. Maintain the Requisition Log and OPTAR files.
2. Maintain OPTAR records and departmental budget records.
3. Process and reconcile financial listings.
4. Prepare monthly budget/OPTAR Report and OPTAR Document Transmittal Report.

TAB D-6

GENERAL SUPPLY CHIEF JOB DESCRIPTION

1. Supervise assigned personnel in the procurement, care, preservation, stowage inventory control and disposal of general supplies and equipment.
2. Day-to-day supervision of general supply branch spaces and personnel.
3. Act as technical advisor relative to supply procedures.
4. Cross-train assigned personnel to be familiar with all consumables and repair parts stocked by the Hospital.
5. As directed, implement watch, quarter, and station bill.

TAB D-7

GENERAL SUPPLY CLERK JOB DESCRIPTION

1. Prepare, submit, and follow-up requisition documents.
2. Prepare purchase and shipping documents.
3. Receive, verify for quantity and condition, and acknowledge receipt of materials and services.
4. Operate material handling equipment as required.
5. Identify and stow materials.
6. Issue stock items that are in the custody of the Fiscal/Supply Division.
7. Prepare issue documents and verify those prepared by other departments.
8. Prepare transportation, receipt, and expenditure documents.
9. Assemble and package material for movement.
10. Process shipments of personal effects.
11. Package, protect, process, and document storage and turn-in of repairables.
12. Maintain stock control records for receipts, expenditures and issues of repair parts and consumables.
13. Maintain controlled equipage records.
14. Apply instructions pertaining to handling locks, keys, and security of Fiscal/Supply material and records.
15. Identify categories of the Fleet Hospital Table of Allowance Document and use in performing stock control duties.
16. Inventory stocked material and installed equipment.
17. Perform routine maintenance on office machines assigned to Fiscal/Supply Division.
18. Establish and maintain files.
19. Update publications and dispose of obsolete files and publications.

TAB D-8

SUPPLY CLERK JOB DESCRIPTION

1. Supervise assigned personnel in the procurement, care, preservation, stowage, inventory control and disposal of general supplies and equipment.
2. Day-to-day supervision of general supply branch spaces and personnel.
3. Act as technical advisor relative to supply procedures.
4. Cross-train assigned personnel to be familiar with all consumables and repair parts stocked by the Hospital.
5. As directed, implement watch, quarter, and station bill.

TAB D-9

WORK CENTER IDENTIFICATION NUMBERS

<u>WORK CENTER NO.</u>	<u>WORK CENTER</u>
FH01	CASUALTY RECEIVING
FH02	LABORATORY
FH03	RADIOLOGY
FH04	OPERATING ROOM
FH05	CENTRAL STERILE SUPPLY
FH06	OR PREP AND HOLD
FH07	PATIENT ADMINISTRATION
FH08	PHARMACY
FH09	PUBLIC WORKS
FH10	SUPPLY
FH11	FOOD SERVICE
FH12	MEDICAL REPAIR
FH13	LAUNDRY
FH14	COMMUNICATIONS
FH15	SECURITY
FH16	BASE SERVICES
FH17	HOUSEKEEPING
FH18	REPROGRAPHICS
FH19	ENVIRONMENTAL HEALTH
FH20	BERTHING
FH21	FIRE PROTECTION
FH23	PASTORAL SERVICES
FH24	MANPOWER MANAGEMENT
FH25	INTENSIVE CARE
FH26	ACUTE CARE
FH27	OPHTHALMOLOGY
FH28	OTORHINOLARYNGOLOGY
FH29	DENTAL
FH30	EMERGENCY MEDICINE
FH31	UROLOGY
FH32	INTERNAL MEDICINE
FH33	SURGERY
FH34	ANESTHESIA
FH35	NURSING SERVICE
FH36	PHYSICIANS ASSISTANTS
FH37	PSYCHIATRY
FH38	ORTHOPEDICS

TAB E

REFERENCES

<u>NUMBER</u>	<u>PUBLICATION NUMBER</u>	<u>TITLE</u>
E-1	NAVSUP Manual Volume I	Introduction to Supply
E-2	NAVSUP Manual Volume II	Supply Ashore
E-3 of V,	NAVSUP Manual Volume V	Transportation Property Volume Appendix A
E-4 MILSTRIP/MILSTRAP Desk Guide	NAVSUP P-409	
E-5 MILSTRIP/MILSTRAP	NAVSUP P-437	
E-6	NAVSUP P-560	Naval Supply Acquisition Regulation Supplement (SUPARS)
E-7	NAVSUP P-484	Supply Afloat Packaging Procedures
E-8	NAVSUP P-485	Afloat Supply Procedures,
E-9	NAVSUP P-487	Ship's Store Afloat
E-10 of	NAVSUP P-490	Transportation Personal Property
E-11 Uniform Data	NAVSUP P-522	Shipboard Automated
System-Support Procedures		Processing 207
E-12	NAVSUP P-526	Foreign

Military

Sale

Customer Supply System Guide

E-13
Catalog
Forms

NAVSUP P-2002

Navy Stock
of

& Publications

E-14
Supply

NAVSUP P-4000

Introduction to
Federal

Catalogs and
Related
Publications

E-15
Handling

NAVSUP P-4105

List of Items
Requiring
Special

E-16
Repairable
List

NAVSUP P-4107

Master
Item

E-17
Item

NAVSUP P-4500

Consolidated
Hazardous

List

E-18

NAVSUP P-4998

Consolidated
Afloat
Requisitioning
Guide
Overseas

E-19

MCRL-1

Microfiche
Consolidated
Master Cross-
Reference List

E-20

MCRL-2

Microfiche
Consolidated
Master Cross-
Reference

List

E-21

ML-N

Microfiche
Management

Data

		List-Navy
E-22	N/A	NAVSUPINST 4440.128B
E-23 Comptroller Manual, CH5,	N/A	Navy Volumes 1-8 2 3, 4
E-24 Pay Allowance Entitlements	N/A	DOD Military and Manual
E-25 Manual	NAVSO P-3050	Navy Pay & Personnel Procedures
E-26	N/A	Members of the Uniformed Services, IOL Joint Travel Regulations, Volume 1
E-27 of Civilian Personnel	N/A	Joint Travel Regulations, Volume 2, Department Defense
E-28	N/A	IOL Navy Travel Instructions
E-29 & Table of Distances	CONUS NAVSO P-2471	Transportation Travel- Official
E-30 &	NAVSO P-2472	Transportation Travel- Foreign

Travel

E-31 Regulations, 1973	N/A	Navy
E-32	NAVPERS 1560	Naval Military Personnel Manual
E-33	NAVSO P-3013-1	IOL Financial Management of Resources-Fund Administration

E-34	NAVSO P-3013-2	IOL Financial Management of Resources- Operating
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Procedures

E-35 Record	NAVSO P-3073	IOL OPTAR keepers Guide
E-36	IOL NAVSUP P-4400	Afloat Shopping Guide, Volumes 1-6
E-37 Manual	DOD 4160.21M	IOL Defense Disposal
E-38 Activity Directory	N/A	IOL DOD Address
E-39 Sequence	P-5544	Zip Code
E-40 Information Security	OPNAVINST 5510.1	Navy Regulation

E-41
6700.16

N/A

BUMEDINST

E-42

N/A

DLA Regulation
4145.25

TAB F**FORMS****INDEX**

<u>TAB NO.</u> <u>PAGE</u>	<u>FORM NUMBER</u>	<u>FORM TITLE</u>
F-2	FHCZ1002	Supply Catalog
F-3	FHCZ1003	Controlled Items Requisition
F-4 53	FHCZ1004	Personnel authorized to draw material from stock
F-5	SF 1402	Certificate of Appointment
F-6	DD 173	Joint Message Form
F-7	DD 200	Report of Survey
F-8	DD 1149	Requisition & Invoice/ Shipping Document
F-9	DD 1348-1	Release/Receipt Document
F-10	DD 1348-6	Non NSN Requisition
F-11	DD 1348M	Requisition (Mechanical)
F-12	DD 1384-6	Transportation Control and Movement Document
F-13	DD 1577-2	Identification Tag
F-14	DD 1577-3	Identification Label
F-15	DD 1155	Order for Supplies and Services
F-16	NAVSUP 306	Controlled Equipage Custody Record
F-17	NAVSUP 1114	Stock Record Card
F-18	NAVSUP 1220-2	Allowance Change Request
F-19	NAVSUP 1250-1	7 Part Consumption/

Requisition Doc

F-20	NAVSUP 29	Inventory of Personnel Effects
F-21	NAVSUP 1075	Afloat Locator/Inventory Record
F-22	NAVSUP 1291	Meal Signature Record
F-23	NAVCOMPT 2155	Requisition/OPTAR Log
F-24	NAVCOMPT 2156	OPTAR Document Transmittal Report
F-25	NAVCOMPT 2157	Budget/OPTAR Report
F-26	NAVCOMPT 2183	Financial Returns Transmittal
F-27	NAVCOMPT 2188	Foreign Currency Report
F-28	NAVCOMPT 2208CB	CB OPTAR Status Report
F-29	NAVCOMPT 176	Summary of Material Receipts/Expenditures
F-30	OPNAV 4790/CK	Ship's Configuration Change Form
F-31	OPNAV 5216/96	Classified Material Cover
F-32	DD 599	Patients' Effects Storage Tag
F-33	NAVMED 6010/8	Patients' Valuables Envelope

TAB F-4

PERSONNEL AUTHORIZED TO DRAW MATERIAL FROM STOCK

FHCZ1004

_____DEPARTMENT

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

Approved By: _____
Department Head

Date: _____